

**Loma Linda Subdivision Homeowner's Association
Minutes of the Board of Director's Meeting
Ross Aragon Community Center
February 11, 2019**

Directors present: Mark Douglass, Bill Trimarco, Don Haywood

Members present: Al and Jo Myatt, Curt Grindal, Sharon Jennings

1. Mark Douglass called the meeting to order at 6:00 PM.
2. A motion to approve the January 14, 2019 minutes as corrected was made by Bill Trimarco, seconded by Don Haywood, and approved by a vote of Bill-Yes, Don-Yes, Mark-Yes.
3. Homeowner's Open Forum: Bill Trimarco reported that a theft of personal property occurred within the subdivision and suggested that all homeowners be reminded to be diligent about securing personal goods. The president will send a general awareness email to all HOA members.
4. Treasurer's Report: Don Haywood distributed a list of receivables (unpaid dues) from members to the Board and reviewed the January financial reports. Operating account: \$ 27,323.25, Reserve fund: \$ 22,591.28. A motion to approve the financial reports as submitted was made by Bill Trimarco, seconded by Don Haywood, and approved by a vote of Bill-Yes, Don-Yes, Mark-Yes.
5. COMMITTEE REPORTS:
 - ACC Committee**—Jo Myatt reported no new activity.
 - FireWise Committee**—Al Myatt offered thanks to those who had cleared around the fire hydrants within the subdivision. He also thanked the Board for having the donation sent to the Wildfire Adapted Partnership.
 - Metro District**—No report
6. OLD BUSINESS:
 - a) **Document Compliance**—Don reviewed the PLPOA and Timber Ridge websites to see how their CCIOA-required documents were posted. On LL HOA's website he created the area that will house our governing documents and required real estate disclosure documents under the tab titled Governing and Annual Disclosure Documents to ensure we have the CCIOA requirements covered.
 - b) **HOA/ACC Work Session**—Work session will be rescheduled and a notice posted well in advance.
 - c) **Draft Document Retention Policy**—Don distributed a draft policy after examining the policy that other HOA's prepared. Property Easement and Variance documents and Short Term Rental documents will be added to the permanent section of the retention list. A motion to adopt the draft policy with noted additions was made by Bill Trimarco, seconded by Don Haywood, and approved by a vote of Bill-Yes, Don-Yes, Mark-Yes. Don will revise the draft as directed and post it to the website for the required 30-day member comment period.
7. NEW BUSINESS:
 - a1) **Preliminary Minutes**—The recording secretary will continue to complete a draft of the minutes and email it to all directors for their personal review. A motion that the final minutes, after corrections brought up at the next meeting are made, be approved was made by Bill Trimarco, seconded by Don Haywood, and approved by a vote of Bill-Yes, Don-Yes, Mark-Yes. Discussion: Directors will bring their notated corrections and present them at the next meeting.

a2) **Actioned Items**—A motion to dispense with emailing a meeting summary or actioned items list was made by Bill Trimarco, seconded by Don Haywood, and approved by a vote of Bill-Yes, Don-Yes, Mark-Yes. Discussion: Actioned items were points of business or motions made at the meeting that were sent out quickly as an information source to members who were interested in recent activities. Providing approved minutes to the membership without having to create a summary that hasn't been approved means there will be a delay in posting the minutes to the website until after approval of the minutes is made at the next meeting.

b1) **Short-Term Rentals**—Mark Douglass read a letter received from a company (HomeAway) regarding a property within Loma Linda that they want to set up as a S.T.R. A motion to forward notices received from a party of a S.T.R. to the Planning Department at the County and to post active Short-Term Rental addresses on our website was made by Don Haywood, seconded by Mark Douglass, and approved by a vote of Don-Yes, Mark-Yes, Bill-Yes. Discussion: The HOA Board is not aware if neighbors to S.T.R.'s were made aware of the situation or if the County was contacted and a permit issued so providing details to the County should cover us. It was suggested that the list of S.T.R. addresses be posted under the 'Community' section of the website. S.T.R. addresses will be listed on the Retention schedule under "Permanent", but the address would be removed once the S.T.R. listing is no longer valid.

b2) **Long-term Document Storage**—Don Haywood will research long-term document retention storage including 'Cloud' storage, back-up 'thumb' drive storage, etc. Saving HOA business documents and website structure and files would keep us from having to recreate the entire site should something unexpected happen.

c) **Collection Policy**—Don Haywood noted problems previously discussed regarding unpaid dues and property liens. The CPA provided a cumulative list of properties where liens were filed. The CC&Rs describe the process for applying liens. He also found another HOA with a process or rules for unpaid dues. Losing the right to file a lien, if not done in a timely and consistent manner (across all delinquent properties), was discussed. A comment was raised about the dues invoice not having a payment due date. Don was given the charge to create a draft policy regarding collection of dues and the filing of liens, ensuring it is consistent with CCIOA and that it be compared to our existing CC&Rs to be sure there are no discrepancies from one document to the other.

8. The next Board meeting will be Monday, March 11th at 6:00 pm at the Ross Aragon Community Center. There will be a work session by the Board and the ACC Committee taking place at 4:30 pm. Mark will post both notices on the website and bulletin board.

The meeting was adjourned at 7:10 PM.

Sharon Jennings/Recording Secretary

Approved as recorded 3-11-2019